The Somerville Public Library maintains two meetings rooms that are available for use by non-profit community groups for non-profit, governmental, educational, cultural, artistic or civic purposes, provided this use does not interfere with the regular operation of the library.

The Public Meeting Room, on the Main Floor, has a capacity of 30. The New Jersey Room, which houses the Library’s local history collection, is on the lower level of the library and has a capacity of 10. The New Jersey Room is not ADA compliant. For security reasons, the New Jersey Room is always kept locked.

The use of the library’s meeting rooms cannot be granted for functions that are designed to financially benefit any individual or organization except when expressly authorized by the Library Commission or a designated representative. These rooms are not available for use by individuals or

groups that are offering seminars in order to solicit customers or business for their organizations. Any fees charged to participants and attendees by the group in connection with the use of the meeting rooms must be approved by the Library Commission or a designated representative.

Meeting rooms are available during the hours that the Library is open to the public. The meeting rooms close 15 minutes before the library closes.

Based on community demand, size of the rooms, and library usage, the Somerville Library may limit how often a group meets. All meetings must be open to the general public. In order to reserve a room a group must have at least one member who has a valid SCLS library card or a Borough of Somerville resident with current valid identification; a group member must sign the meeting room application and provide his/her library card number. Parents or legal guardians must co-sign meeting room applications submitted by minors.

The use of the library’s meeting rooms for library purposes shall have priority over all other uses. Based on library need, Somerville Library will determine the availability of the meeting rooms. The library reserves the right to cancel a previously scheduled reservation and will try to give at least one month’s notice before the meeting date.

Permission to use the library’s meeting rooms in no way implies library sponsorship or endorsement of any group or its program. The Somerset County Library System hereby assumes no responsibility for any loss, theft, injury or damage to persons or property incurred as a result of meeting room use.

The Branch Director or a designated representative will review for approval all initial requests and application renewals. The Library Commission reserves the right to review all applications.

Regulations

Completed applications are required for the initial use of the meeting rooms. Applications should be filed at least two weeks in advance and must be signed by a person authorized by the group to be responsible for their use of the room. This person must have a valid library card from the

Somerset County Library System. Reservations will be held pending receipt of the completed Meeting Room Application. Once the initial annual application has been filed, future bookings and changes in bookings may be made by phone or email.

Time for setting and cleaning up for a meeting or program should be included in the time span requested on the reservation form. Applications must be renewed annually.

All literature distributed at meetings must be clearly marked with the name of the sponsoring group. The library’s address may not be used by any organization as its headquarters’ address.

Meeting rooms must be left in the same condition they were found in before use. Food is not allowed, except by permission of the branch director. The library staff is not responsible for cleaning up after a group. Additional trash bags will be provided when needed. A group’s failure to clean up after its meeting may result in the cancellation of that group’s use of the room for the remainder of the year.

Each branch Fire Marshal has the room capacity limits for each room; these limits must not be exceeded. Alcohol may not be served by outside groups. No open flames are permitted. The use of tobacco products is not permitted.

In case of cancellation, the library should be notified as far in advance as possible. A group’s failure to notify the library of a cancellation may result in the cancellation of that group’s use of the room for the remainder of the year. In weather emergencies, group members should call the library

and/or visit the library website: www.sclsnj.org. If the library is closed, all meetings are automatically canceled. An attempt will be made by Somerville Library staff to contact the person who reserved the meeting room.